

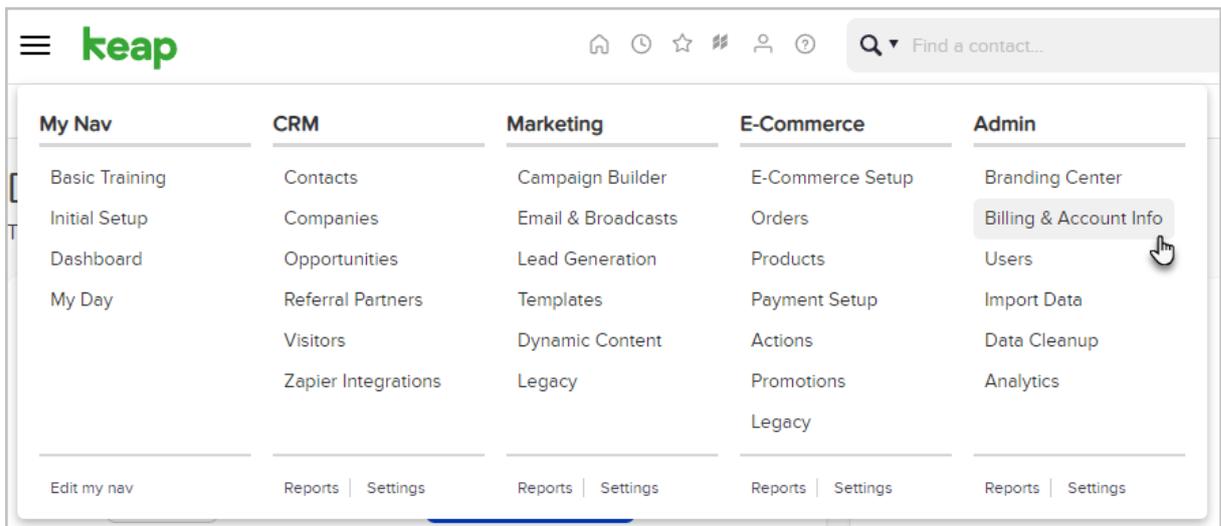
Increase contact limit & add users 🗝️

This article applies to:

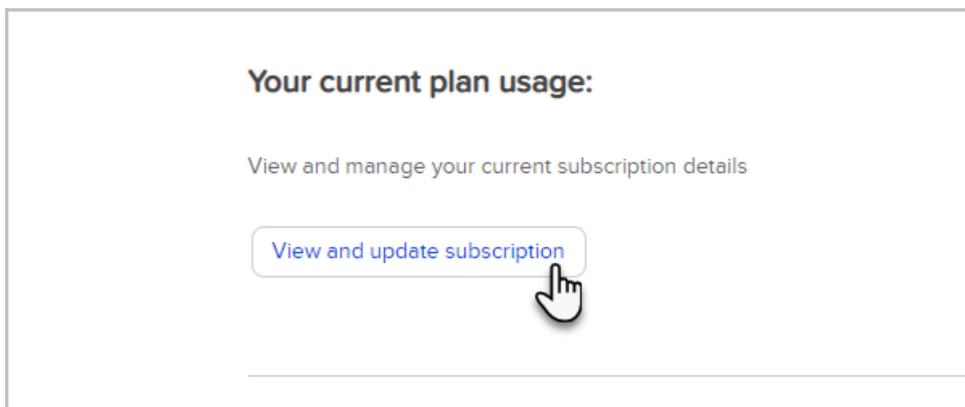
As your business grows, you may want to upgrade your account to a newer edition, add user (employee) licenses, increase your contact limit, or add services for plug-ins and additional products. You can always [contact us](#) for assistance.

Upgrade your contact or user limit from your app

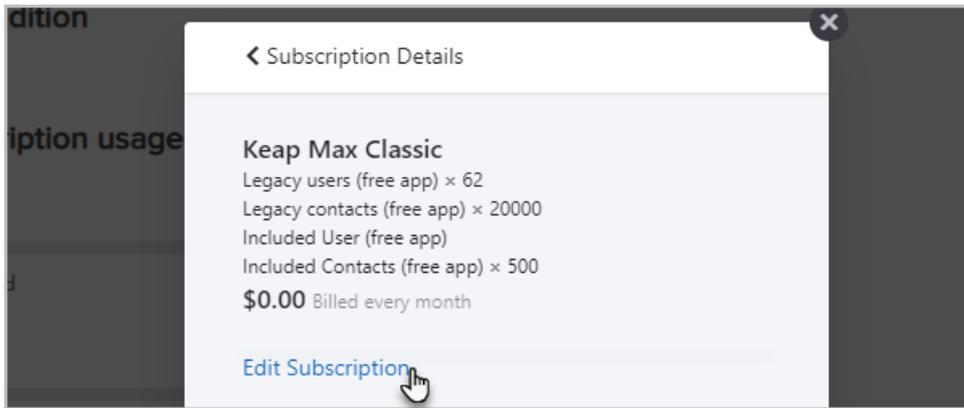
1. Navigate to Admin > Billing & Account Info



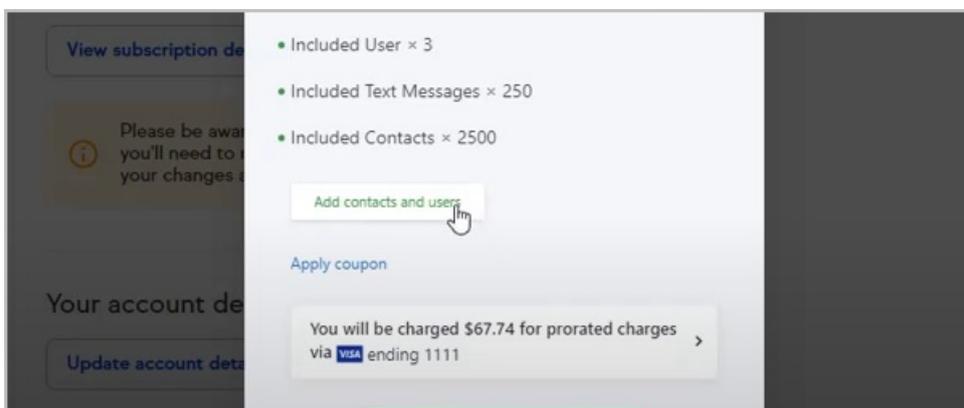
2. Click View and update subscription



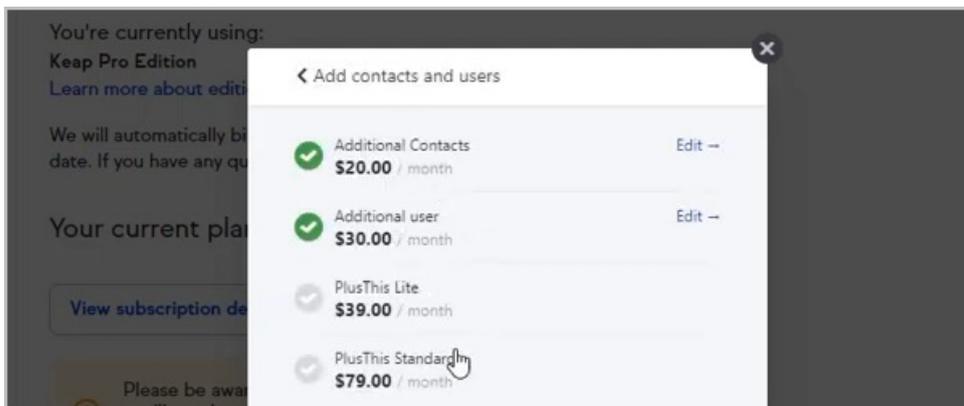
3. Click Edit Subscription



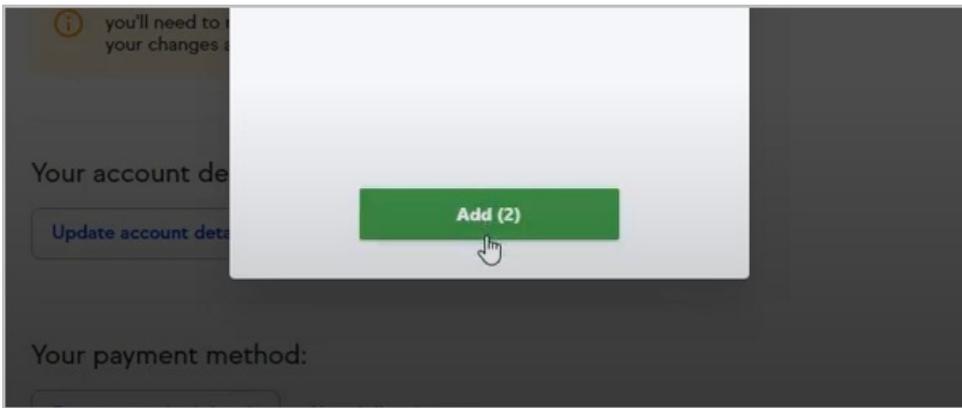
4. Click the Add contacts and users button



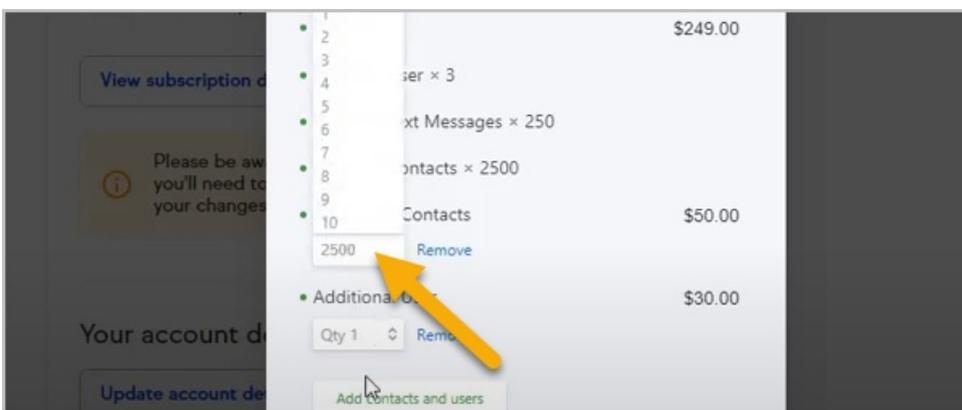
5. Choose which items you would like to add



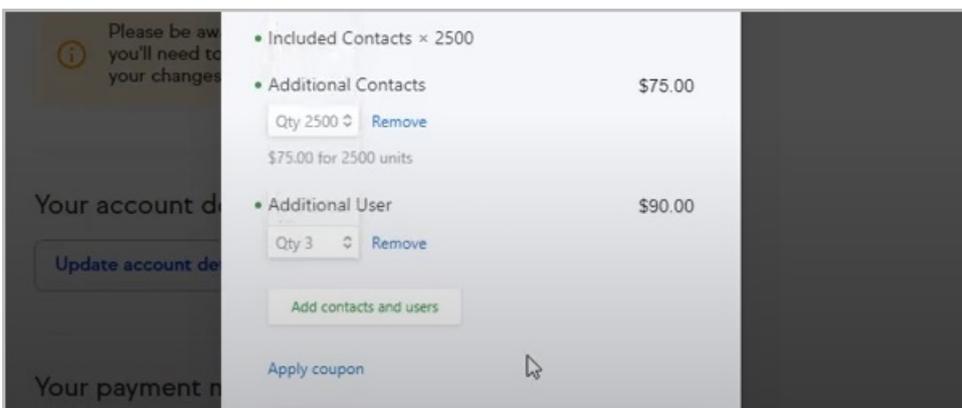
6. Click the Add button



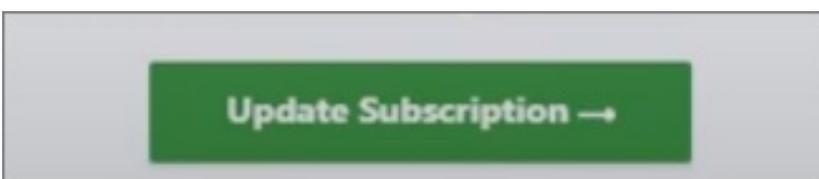
7. If you chose to add additional contacts, enter the number of contacts you would like to add



8. After adding 2500 contacts and 3 new users, you'll see the additional cost to the right of the item



9. Now, click the Update Subscription button



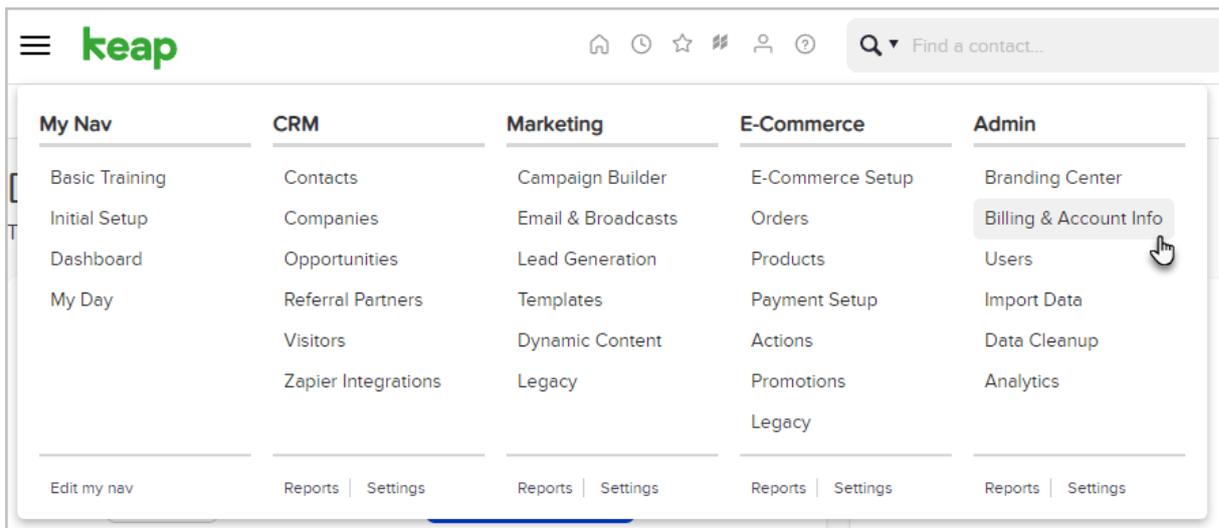
10. Your purchase will go into effect at the start of your next billing cycle. To purchase immediately and be

prorated for the rest of your cycle, please [contact Keap](#).

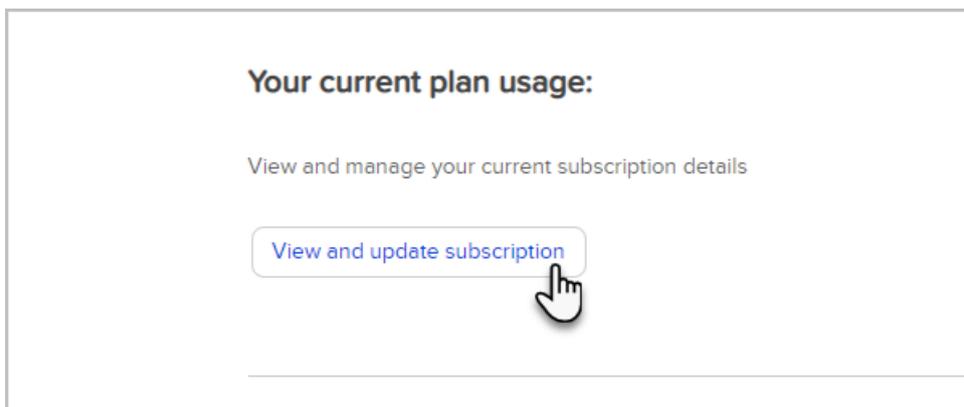
Decrease your contact or user limit

You can reduce the quantity of additional contacts or users you have purchased for your application. In order to completely remove all additional contacts or users, please [contact Keap](#).

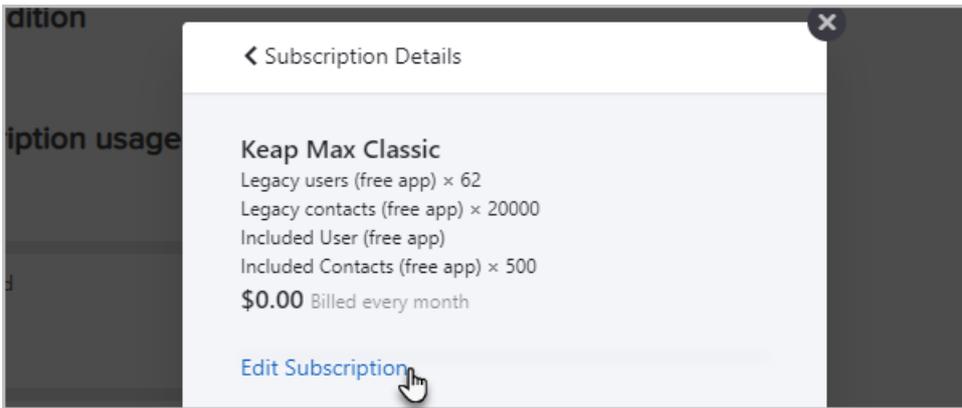
1. Navigate to **Admin > Billing & Account Info**



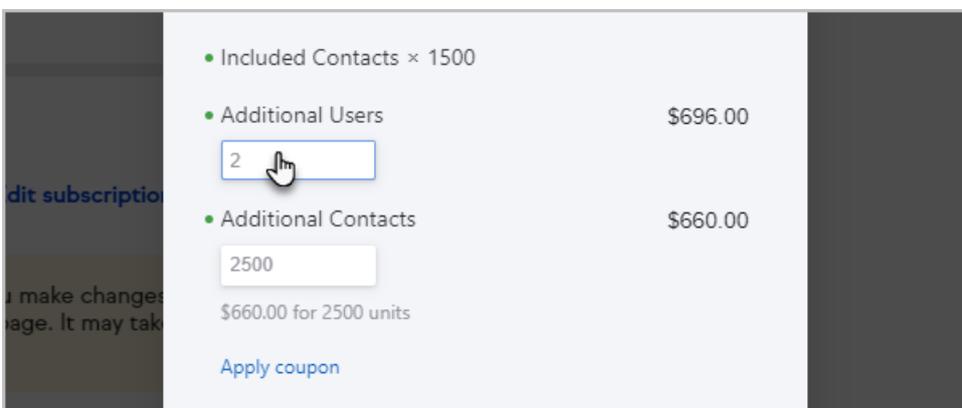
2. Click **View and update subscription**



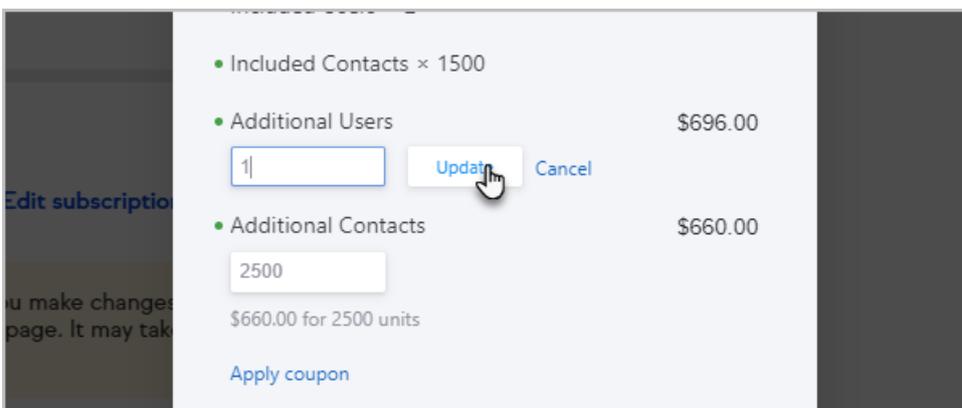
3. Click **Edit Subscription**



4. Edit the number of Contacts or Users



5. Click Update



6. Click Update Subscription

ou make changes
page. It may tak

• Included Contacts × 1500

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